

Scientific-Research Institute Regulations

Article 1. General provisions

1. The present Regulations define the legal status, structure, authorities and other matters related to the activities of the Scientific-Research Institute (hereinafter referred to as “the Institute”) of the University of Georgia LTD (hereinafter referred to as “the University”).
2. Institute is structural unit of the university.
3. The institute represents the university when exercising its authorities.
4. The Institute, within its competence, is accountable before the Vice-Rector in the field of education and science.

Article 2. Goals and Objectives of the Institute

1. The goals of the Institute are:
 - A) Development of scientific potential and research of the University;
 - B) Planning the scientific-research activities of the University, facilitating and coordinating its implementation;
 - C) Management and coordination of activities related to the internal (university) and external financing of the scientific-research projects;
 - D) Establish relations with international, regional and local organizations, state and non-state organizations and coordinate the activities of the University in this direction in order to promote the attraction and implementation of the scientific-research projects;
 - E) Facilitate and coordinate the management of ongoing/implementing scientific-research projects within the university, support the integration of the scientific-research with the teaching process.
 - E) Supporting the effectiveness of the research potential of the University's doctoral programs;
 - E) Promoting the scientific potential of the University;
2. For the purposes defined by the paragraph 1 of this article, the main objectives of the institute are:
 - A) Periodic determination of the priority of the research directions of the University;
 - B) Development of tools / mechanisms necessary for the carrying out and support of the scientific-research activities at the University and their development;

- C) Creation of an effective system for assembling information on university activities/research projects and ensuring its uninterrupted functioning;
- D) Institutional cooperation with international, regional and local organizations, as well as state and non-state organizations in the field of science;
- D) Establishment of local and international contacts to promote research results, internationalization of the scientific-research activities of the University.
- E) Identify research potential in university doctoral programs and promote efficiency.

Article 3. Institute Functions

1. The functions of the Institute are:

- A) Developing a policy/strategy for scientific research activities at the University, identifying priority research areas and identifying developing areas in cooperation with the University administration and relevant schools;
- B) Planning, administering and facilitating various activities required for effective and continuous implementation of scientific research activities / projects of the University (scientific grants, joint scientific research, inviting specialists/scientists in the relevant field to conduct lectures, organizing conferences and seminars, supporting university personnel participation in international conferences, etc.);
- C) Promoting mobility of university personnel involved in scientific research activities (promoting participation in lectures-seminars and other activities abroad), planning, initiating scientific trips, submitting proposals for their financing to the relevant units of the University;
- D) Coordination and monitoring of the scientific-research activities of the university;
- E) Elaboration-initiation of projects related to internal (university) funding of scientific-research activities;
- F) Implementation of activities required to obtain university funding (internal grant) by scientific-research projects (project registration, determination of competition conditions, facilitating competition/selection stages, developing project evaluation indicators, etc.);

- G) Facilitate the obtaining of external funding (grants) by scientific-research projects, provide consultations on the issues of obtaining funding for persons involved in scientific-research activities of the University;
 - H) Discuss the feasibility/necessity of publishing textbooks created by university units/with their participation and initiating/authorizing their publication;
 - I) Owning consolidated information related to the university's research activities, creating and managing a unified database of the scientific-research projects;
 - J) Establish contacts and cooperate with international, regional and local organizations, state and non-state organizations (foreign universities, scientific foundations, business sector, etc.) to participate in and support their implementation in the scientific-research projects;
 - K) Organizing international congresses, conferences, seminars, symposia, exhibitions and promoting their conduction in Georgia and abroad;
 - L) Organizing scientific seminars, workshops, events and entertaining-educational events for children and student-youth in order to popularize the scientific potential of the University;
 - M) Organizing and coordinating the activities of the university's academic journals;
 - N) Making recommendations for articles published in university's academic journals or other international journals;
 - O) Determining the conditions for issuing the prizes and selecting a journal for scientific publications in accordance with Appendix N1.
 - P) Initiating/discussing/resolving other issues related to the university's scientific-research activities, unless it falls under the authority of another university unit.
 - Q) Review the research topics submitted by the relevant academic personnel / researchers of the University, as well as the research projects before the announcement of the doctoral program and support the examination of the scientific potential of the research.
2. The Institute cooperates with schools of the university, scientific-research units, academic and scientific personnel, and other relevant structural units of the university to achieve the goals and objectives set forth in these regulations.

Article 4. Institute Structure

1. The structure of the institute consists of the personnel of the institute, the institutions under its direct subordination and institutions, centers included in the structure of the university schools, accountable scientists and researchers of the expeditions and laboratories.

2. The following is subordinated to the institute:

A) Scientific-Research Projects Commission;

B) Institute of Mathematics (The issues regarding the university activities are regulated by the regulations of the Institute of Mathematics)

C) Institute of Economics (The issues regarding the university activities are regulated by the regulations of the Institute of Economics)

D) Institute of Freedom of Religion (The issues regarding the university activities are regulated by the regulations of the Institute of Freedom of Religion)

E) Institute of Innovative Systems and Strategic Research (The issues regarding the university activities are regulated by the regulations of the Institute of Innovative Systems and Strategic Research)

F) Department of the Academic Personnel Development and Project Management

G) Editorship(s) of the scientific journals;

H) UG Olympic Center

3. The accountable institutions of the Institute are:

A) Georgian, German and International Criminal Law Institute;

B) International Center of Archeology;

C) Sarah Ben Shemesh Center for Israel Studies

D) Middle East Research Institute;

E) Laboratory of Biochemistry and Microbiology;

F) Laboratory of Chemistry;

G) Health Science and Technology Development Research Institute;

H) Samshvilde Archaeological expedition;

I) Internet Learning and Research Center;

J) Departments / centers within the school, that carry out various scientific-research projects.

4. Scientific-research units created to carry out scientific-research activities are accountable:

A) Before the institute;

B) Before the institute and the school jointly.

5. Each school of the University is authorized to establish a Scientific Research Center / Institute (hereinafter referred to as the Scientific-Research Unit), that is accountable to both the School (School Board) and the Institute. The regulations of the relevant research unit shall be developed/approved by the relevant school board.

Article 5. Administration and Management of the Institute

1. The institute is headed by the director of the institute. The director of the institute supervises the direction of scientific-research activities in the university, on which by the decision of the Rector it is possible to delegate a separate function.

2. The Director of the institute shall have Deputy (Deputies) who shall exercise the powers specified/delegated by the Rector of the university and/or the Director of the institute.

3. The Institute Director/Deputy Director shall be appointed and dismissed by the Rector of the university.

4. Director of the institute shall:

A) Direct and manage the activities of the institute and is responsible for the achievement of the goals, tasks and functions of the institute;

B) Coordinate university participation in research and grant projects;

C) Create editions of the university's academic journals;

D) Coordinate and facilitate the ongoing research process in university units (scientific-research centers, schools, etc.);

E) Create commissions / working groups requested by the Scientific-Research Projects Council to discuss research issues, doctoral programs and projects submitted by the university units (schools, scientific-research centers, etc.), as well as thematic groups to discuss various issues of the scientific-research activities of the University;

F) Hears / reviews the annual report of the scientific research centers / institutes of the University on the carried-out activities and results;

G) Report periodically to the Rector of the university about the activities carried out by the institute;

H) Represent the institute in relations with third parties, as well as with university management bodies, schools, academic and scientific personnel and other structural units of the university;

I) Perform the assignments of Rector regarding the institute activities.

5. The Scientific-Research Institute, according to the goals of its activity, annually develops a draft budget and submits it to the Rector for approval.

6. The personnel of the institute/scientific-research unit is subject to attestation. Issues related to attestation are regulated in accordance with the attestation rules in force at the University.

Article 6. Defining Financing of the Scientific-Research Unit

1. The institute's budget is distributed for the implementation of the scientific-research activities and includes the financing of the scientific-research units and internal grants under its direct subordination; This includes financing the organization of the conferences, financing of persons participating in conferences, financing of the preparation and publication of articles, financing of the personnel participating in business trips, financing of representation expenses, etc.

Article 7. Scientific-Research Projects Board

1. The Scientific-Research Projects Board (hereinafter referred to as "the Board ") includes: Vice-Rector of the University in the field of education and science (Chairman of the Board), Director of the Institute (Deputy Chairman of the Board), Deputy Director (s) of the Institute (s) a representative of the service, the head of the financial service, the head of the scientific development and project management department of the academic personnel of the institute and other persons appointed by the director of the institute (if necessary). The Board, upon the beginning of the meeting, elects a secretary among its members.

2. The functions of the Board:

A) Review/approve projects related to internal (university) funding of university's scientific-research activities;

B) Checking the compliance of the doctoral programs and research topics announced by the University with the priority research directions of the University and determine their expediency according to pre-established criteria.

- B) Planning/implementing activities required for obtaining university funding (internal grant) by scientific-research projects (project registration, setting of competition conditions, facilitating the conducting of the competition/selection stages, developing project assessing indicators, etc.);
- C) Facilitate the obtaining of external funding (grants) by scientific-research projects, consulting with those involved in the university's scientific-research activities;
- D) Other functions as determined by the Director of the institute and/or university's management.
- E) Making decisions on the conditions for issuing the prize for scientific publications and selecting the journal according to the Annex N1.

3. In order to evaluate the scientific value of the research topics and to bring them in line with the priority of the University research directions, the Board establishes commissions:

- A) Commission for Natural, Technology and Health Sciences Projects;
- B) Commission for Social and Humanities Projects.

4. Upon receipt of the research project (including the doctoral program), the Board shall establish a group of experts with at least 3 members to review the project within the framework of the relevant commissions. In the expert group - 1 member is the academic personnel of the university, and the other 2 members are invited persons. The research topic project shall be discussed without the participation of the project author. The group of experts shall submit its conclusion and opinions to the relevant commission and council about the actuality of the research topic, its scientific value and the appropriateness of the financing.

5. In the event of a positive conclusion by the group of experts, the Board shall make a decision on the priority of the research topics (including the doctoral program) in the research directions of the University. The decision shall be sent to the school board for further response. The decision on the amount and timing of the project budget shall be made by the school board in agreement with the rector.

6. In the event of appeal against a negative conclusion by a group of experts - the Board shall form a new group of experts consisting of at least 3 persons; In case of a negative conclusion by the new group of experts, the project shall no longer be considered.

Article 8. Department of the Academic Personnel Scientific Development and Project Management

Academic Staff Scientific Development and Project Management Department's functions are:

- A) In line with the university's strategic plan, promote increased university engagement in the field of research, awareness-raising at local and foreign universities and research centers, strengthening existing connections and forming new contacts;
- B) Consolidation of information related to the university's research activities; ensure the work of a unified database of university research projects;
- C) Coordination and monitoring of ongoing scientific-research projects within the frame of the university;
- D) Promoting/stimulating mobility of persons involved in university's scientific-research activities;
- E) Facilitate planning and implementation of various activities necessary for effective and continuous implementation of university's scientific-research activities/projects (scientific grants, joint scientific research, inviting specialists / scientists in the field for lectures, organizing conferences and seminars, supporting university staff participation in international conferences, etc.);
- F) Seeking information on new grant competitions from international donor organizations and local foundations, distributing them at the university;
- G) Provide consultations to persons involved in the university's scientific-research activities in preparation/implementation and earning financing (grant) of scientific-research projects;
- H) Establishing contacts and collaborating with international, regional and local organizations, state and non-governmental bodies (foreign universities, research funds, business sector, etc.) for participation in and implementation of scientific-research projects;
- I) Preparing recommendations for university management bodies on the expected allocation of funds for academic staff development and project funding to the university budget;
- J) Request from the relevant structural units of the university any information related to the development of the university's academic staff and scientific-research activities;
- K) Other functions as determined by the Director of the institute and/or university's leaders.

Article 9. Editorship of the scientific journal (s)

1. The aim of the editorial board of the University Scientific Journal (s) is to support the scientists of the University of Georgia in publishing articles and research of the high scientific value. Also, to get highly cited publications into international databases. The function of the scientific journal is to share information with the public about the current scientific research at the university.

2. The decision to publish a paper in a university scientific journal (s) shall be made by the editorial board of the scientific journal in consultation with the editorial board. It is necessary to comply with the requirements of the paper. The editorial office reserves the right, in agreement with the author / authors, to make editorial amendment in the paper;
3. University scientific journal (s) is published electronically and / or in print and is available to the scientific community.

Article 10. UG Olympic Center

1. The goal of the UG Olympic center is to organize Olympiads in various disciplines in order to encourage schoolchildren and display talented students.
2. The UG Olympiad Center organizes and conducts various (Sectoral Student Olympiads, Hackathons, Science Competitions) scientific activities for schoolchildren, establishing prizes and awards on behalf of the University.